



Republic of the Philippines
 Department of Education
 Region IV-A CALABARZON
CITY SCHOOLS DIVISION OF ANTIPOLO

Code:
DF01-01SDS-18

Effectivity date:
May 2018

Version No:
1.0

Office/Unit:

Revision No:
00

**Office of the Schools
 Division Superintendent**

Subject:

Internal Authority to Travel

Division Reference Number		8874		Date		Click or tap to enter a date. December 4, 2018	
NAME OF OFFICIAL/EMPLOYEE				DESIGNATION & STATION			
BANAYO, LIZA <small>LAST NAME, FIRST NAME MI *</small>				Teacher/ Kaysakat NHS			
PURPOSE: Attendance to the Orientation on DO 42, s. 2016 Also Known as the Policy Guidelines							
DESTINATION: One Tagaytay City, Cavite Province							
PERIOD OF TRAVEL		FROM	December 7, 2018	TO	December 7, 2018		
Please Check: -				Estimated Expense-			
1. <input checked="" type="checkbox"/> Official Business				Registration Fee			
<input type="checkbox"/> Cash Advance				Transportation			
<input type="checkbox"/> Reimbursement				Travel Allowance			
2. <input type="checkbox"/> Official Time				On Travel Time only			
<small>(NO EXPENSE to be incurred by the Division Office/School)</small>				Full Allowance			
				TOTAL ESTIMATED			
				EXPENSES Php 800.00			
Requested by:		Funds Available- for Official			Approved:		
From:		* Business (specify the source of funds)			 DR. ROMMEL C. BAUTISTA, CESO V Schools Division Superintendent		
LITO A. PALOMAR OIC-Chief, CID / EPS - AP		<input type="checkbox"/> Division Fund					
		<input type="checkbox"/> LSB Fund					
		<input checked="" type="checkbox"/> Others: <u>MOOE Funds</u>					
		Noted					
		<input type="checkbox"/> On Official Time Only					
		<input type="checkbox"/> Other Funds:					
		 MRS. RAQUEL F. ESGUERRA Division Accountant III					
REMARKS:							



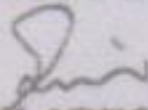
Republic of the Philippines
Department of Education
DepEd Complex, Meralco Avenue, Pasig City, Philippines
Direct Line: (632) 633-7202 Telefax: (632) 636-4879
E-mail: dina.ocampo@deped.gov.ph Website: www.deped.gov.ph



Undersecretary for Curriculum and Instruction

MEMORANDUM
DM-CI-2018-00

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS

FROM : 
JOHN ARNOLD S. SIENA
Director IV
OIC, Undersecretary for Curriculum and Instruction

SUBJECT : ORIENTATION ON DO 42, S. 2016 ALSO KNOWN AS THE
POLICY GUIDELINES ON DAILY LESSON PREPARATION
FOR THE K TO 12 BASIC EDUCATION

Date : October 15, 2018

The Department of Education (DepEd) through the Bureau of Learning Delivery-Teaching and Learning Division (BLD-TLD) will conduct the following Orientation on Clarificatory Guidelines of DepEd Order 42, s. 2016 also known as Policy Guidelines on the Daily Lesson Preparation for the K to 12 Basic Education Program:

Activity	Date	Venue	Check-in	Check-out
Orientation on Clarificatory Guidelines of DepEd Order 42, s. 2016 (Luzon Cluster)	December 4-7, 2018	To be determined (Tagaytay City)	December 4, 2018 at 1:00pm with lunch as first meal	December 7, 2018 at 11:00am with morning snacks as last meal
Orientation on Clarificatory Guidelines of DepEd Order 42, s. 2016 (VisMin Cluster)	December 11-14, 2018	To be determined (Gen.San. City)	December 11, 2018 at 1:00pm with lunch as first meal	December 14, 2018 at 11:00am with morning snacks as last meal



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DepED

The said activity aims to:

- discuss the amendments and additional provisions of DO 42, s. 2016; and
- explain the new DLL/DLP template.

In view of this, may we request each region to **submit a list of confirmed participants**, one representative per SDOs and ROs preferably Education Program Supervisor (EPS) or CLMD/CID Chief, duly signed by the regional director/schools division superintendent and email it at ernani.jaime@deped.gov.ph on or before November 29, 2018.

All expenses relative to the conduct of the activity shall be charged against 2018 HRTD Funds. Participants are advised to take the most economical means of transportation. Travel expenses shall be reimbursed to all respective divisions/regions upon submission of complete travel documents.

In the event that the downloaded funds is not sufficient to cover the actual travel expenses of the participants, the ROs / SDOs shall allow the participants to reimburse the remaining balance from the Region/Division MOOE, subject to the usual accounting and auditing rules and regulations.

For inquiries and other details, please contact **ERNANI OFRENEO JAIME**, Supervising Education Program Specialist at telephone number (02) 638 47 99 and mobile number 0928 1999 522.

Thank you very much and may we express our deepest appreciation for your continued support to the Department.



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
Gate 2 Karangalan Village
1900 Cainta, Rizal



December 3, 2018

JOHN ARNOLD S. SIENA

Director IV
OIC, USEC for Curriculum and Instruction
DepEd Complex, Meralco Avenue
Pasig City

Sir :

The following are the participants on the Orientation on The Policy Guidelines on Daily Lesson Preparation for the K to 12 Basic Curriculum on December 4-7, 2018 at **ONE Tagaytay City**, Cavite Province.

NAME	DIVISION
1. MARLYN CABRERA	San Pablo City
2. FERNANDO ENRIQUEZ	Lipa City
3. MA. TERESA URAYAN	Tanauan City
4. FELIZ ANONUEVO	Imus City
5. CLARIZA TERONES	Calamba City
6. ANA REBLORA	Laguna
7. JOSEFINA JUSTO	Cavite City
8. ELIZA LAYUGAN	Dasmariñas City
9. MYRALYN BERGUNIO	Cavite Province
10. LAARNI TAPAWAN	Cavite Province
11. LIZA BANAYO	Antipolo City
12. MA. CRISTINA CAMARSE	Rizal
13. YOLANDA D.C. LUMANOG	General Trias City
14. LEAH GUILLANG	Imus City
15. MICHAEL ACUNA	Bacoor City
16. VIOLETA UMEL	Biñan City
17. SEVERA SALAMAT	Sta. Rosa City
18. EDUARDA ZAPANTA	Cavite Province
19. BASILISA HERNANDEZ	Quezon
20. HERMAN CATAPANG	Batangas City
21. JOBELLE H. MALIJAN	Batangas Province
22. JOSEPHINE NATIVIDAD-Chief	Lucena City

Very truly yours,

DIOSDADO M. SAN ANTONIO

Director IV



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